

CONFIDENTIAL

JUL 12 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Staffing of the Proprietary Accounts Branch,
Finance Division, Office of the Comptroller.

1. This Staff conducted a study of the functions, staffing pattern, and procedures of the Subject Branch during the month of February 1955. A review of this study was made in July 1955. The following situation existed in February and was substantially the same in July.

25X9

Document No. 002
☐ NO CHANGE in Class.
☐ DECLASSIFIED
 Class. CHANGED TO: TS S C
 DDA Memo, 4 Apr 77
 Auth: DDA REG. 77/1763
 Date: 16/02/78 By: ced

b. As of 22 February, the Branch had 38 unprocessed financial statements on hand. Most were awaiting additional information from the various projects.

c. An average of only 25 hours overtime per month was being expended by personnel of the Branch.

d. The backlog of unprocessed project financial statements was not increasing.

2. From the conclusions reached in the Inspector General's report on the Office of the Comptroller, it appears that some confusion exists as to the functions and responsibilities of the Proprietary Accounts Branch, Finance Division and those of the Commercial Division.

25X1A

h. The primary functions of Proprietary Accounts Branch is to determine that the financial statements rendered by the project are in conformance with the Administrative plan, to record the

CONFIDENTIAL**SECRET**

~~SECRET~~

CONFIDENTIAL

financial transactions in the Agency's accounts, and to assure that the protective documents required by the administrative plan are provided to the appropriate custodian. (See Functions of Proprietary Accounts Branch, Tab B).

5. This Staff concludes that:

25X9

a. A staff of [] people should be adequate to perform the presently assigned functions of the Proprietary Accounts Branch. (See Tab C.) Since some confusion seems to exist as to the specific functions of the components enumerated in the following paragraph, it is further recommended that:

b. A comprehensive study be made of the respective functions of the Area Divisions LD/P, Commercial Division LD/E, Projects Administrative Planning Staff LD/S, and the Proprietary Accounts Branch, Finance Division as they pertain to the planning, implementation and operation of proprietary projects.

[]
Chief, Management Staff

25X1A

Tab A - []
Tab B - Functions of Proprietary Accounts
Branch, Finance Division
Tab C - Staffing for the Proprietary
Accounts Branch

25X1A

The Comptroller tentatively concurs to the proposed staffing contingent upon the study proposed in Paragraph 5b of this memorandum.

CONFIDENTIAL

~~SECRET~~